



Missouri DHSS Child Care Training Approval Process with comprehensive training outline document attached **Face-to-face or scheduled online training sessions**

Please email CCTraining@health.mo.gov for additional information on the contents of the training application.

Please email Contactus@moworkshopcalendar.org for **technical assistance** with the Missouri Workshop Calendar website.

Below are step-by-step instructions for training approval and attendance reporting using the Missouri Workshop Calendar (MWC). Instructions are also provided when navigating the process on the MWC; however the instructions here provide clarification for submitting the training with an outline attached in lieu of entering each section of your training into the application. These instructions are intended only for submitting training applications to which an outline containing specific elements of training is attached. Individuals who require verbal instruction may email CCTraining@health.mo.gov to schedule a time to receive assistance with this process.

At a minimum, the comprehensive training outline that will be attached to your application should include:

1. Training Title exactly as it appears on your application
2. Detailed information about each section of the training to justify the length of the training
3. Estimated number of minutes for each section of the training

Core competency and assessment activity will be entered directly into online training application.

STEP 1: OBTAIN A MOPD ID or LOOK UP A MOPD ID www.mopdid.org

A Missouri Professional Development ID (MOPD ID) is required to submit a training approval application. This 6-digit number can be obtained instantly by entering the name, last 5 SSN, DOB, and email address for the individual. Trainers and training applicants are not required to enroll in the MOPD Registry – only the 6-digit number is needed.

STEP 2: SET UP A MISSOURI WORKSHOP CALENDAR ACCOUNT www.moworkshopcalendar.org

After obtaining a MOPD ID, create an account on the MWC so that a training approval application can be submitted. **Be certain to indicate in the account settings that you would like to submitted training applications for approval and be a trainer in order to access all functions of the MWC.**

NOTE: Work is saved automatically when working in the MWC, although it is advised to click “Update” at the bottom of the page before proceeding. After leaving the site during the application process, the applicant may return to the site and begin working on the application, which will be saved as a “Draft” in the account library. To locate draft applications, Go to the Dashboard, click “Apply for training approval” and click “View all applications” and select “Drafts” at the top of the screen.

STEP 3: SUBMIT AN APPLICATION

An application must be submitted for each unique training session offered. “Child Care Basics” as a 1 hour session and “Child Care Basics” as a 1.5 hour session would be entered as two separate applications in order to award the proper number of clock hours. Each application is approved for a three-year period. **It is advised to submit the application with a title that includes the number of clock hours (e.g. Child Care Basics 1.0 or Child Care Basics 1.5) to help distinguish them in the account library.** If the actual training time does not coincide with the actual number of hours of the training, please note that partial or extended credit cannot be awarded to participants without completing a separate application for the correct number of clock hours.

1. Sign in to www.moworkshopcalendar.org and go to the Dashboard

2. From the “Apply for training approval tab”, select “Start a new training application”
3. Click “Begin” at the bottom of the screen
4. Enter the trainer’s MOPD ID number and click “Look up MOPD ID” then add any additional trainers. Alternately, you may “Add a group of trainers to this application” if you have previously created a trainer group.
5. Select Lead trainer and assign editing or scheduling permissions to trainers as needed, click “Next”
6. Verify contact information that is filled in automatically, click “Next”
7. Choose “Face-to-Face” or “On-site”, or, if this is a scheduled online training event, select “Online”. Selecting “On-site” will set the default to a private training session, which will not appear on the MWC. This can be changed to a public training when publishing on a specific date if the training is offered to the public in the future.
8. Do not select an endorsement unless it has been requested by DHSS, click “Next”
9. Enter:
 - a. Event (Training) Title
 - b. Number of Hours (minimum of one, 15 minute increments)
 - c. Brief Description (this is what will providers will see when viewing the listing on the MWC)
 - d. Outcome (Example: “Child care providers will be able to describe three resources for finding current research on caring for infants and toddlers and how to apply research to daily practice.”)
 - e. Click “Next”
10. Select Core Competency by clicking on the blue links to drop down to the detailed competencies. (There should be a **maximum** of one or two competencies per hour, but only one competency is required for the entire training, regardless of length.) Click “Next”
11. In the bottom right of the box, click “+ Add Activity”. (Scroll to the right if “Add activity” doesn’t appear.)
12. Enter the “Number of minutes” of the complete training (i.e. 1 hour=60 minutes, 2.5 hours=150 minutes, etc.)
13. In the “Activity description” box, type the title of the training
14. Under “Upload supporting materials files...”click “save this activity”. This will allow the upload of supporting materials files. Click “Browse” then select the training outline saved on your computer. It is not necessary to type a name for the file, but it may help for future reference. PowerPoint files or other training materials can be uploaded to be accessed at any time from the site. Click “Upload file.” Repeat process for additional files.
15. Click “Save and return to outline”
16. On the far right of the box, click “Add Activity” again
17. Leave minutes blank and type “Assessment” in the “Activity” description box
18. Under “How will you assess learning...” describe how participant learning will be assessed throughout the training. (Example: small group poster evaluation, pre-post quiz, role playing, etc.) Please include all assessment types.
19. Click “Save and return to outline”
20. On the far right of the box, click “Add Activity” again
21. Leave minutes blank and type “Core Competency” in the Activity description box
22. Under “Select a competency...” Choose one of the competencies from the drop down list. Only the competencies selected earlier in the application will show in the list
23. Write the objective for each competency – what participants are expected to be able to do once they have been trained on the competency. (Example: “Child care providers will be able to describe resources for finding current research on caring for infants and toddlers and how to apply research to daily practice.”)
24. Continue adding each competency/objective in this portion of the outline
25. Click “Save and return to outline”, Click Next
26. Select Target Audience (all that apply) to whom the training is relevant
27. Select Age Group (all that apply) with whom the participants will apply what is learned, click “Next”

28. Attach a session (trainer) evaluation form if not using the template provided on the MWC
29. Attach a sample certificate if not using the template provided on the MWC
30. References may be added
31. Click "Next"
32. The application may be reviewed before submitting by clicking any of the blue links at the top of the page or by clicking "Previous" or "Next" at the bottom of the page
33. When the application is complete, click "Complete application"
34. The training application will be reviewed by DHSS within 30 days (often within one week) and when approved, the application will appear in the applicant's library on the MWC.

STEP 4: PUBLISH TRAINING SESSION AND/OR ADVERTISE TRAINING "BY REQUEST"

1. Sign in to www.moworkshopcalendar.org and go to the Dashboard
2. Select "Manage approved training"
3. Select "Publish a training"
4. From the list of approved training courses, click "Publish" under the title of the training to publish
5. Enter the Date, Start time, and End time of the training session (*Training may instead be published "By Request" to advertise on the MWC "By request" tab*)
6. Click "Add date and return to event form"
 - a. Under Sponsor and trainers, click "+/- Change Sponsors"
 - b. The sponsor may be an individual or an organization. Enter the sponsor name (Example: Child Care Trainers, Inc.) and click "+ Add" in the top box OR if the sponsor has been added previously, click "+/- Add" to choose the name from the drop down list. A message will appear to verify the sponsor if it has not already been verified. **This will not interrupt the publishing process.** Click Continue
 - c. Leave "Clock hours and credentials" blank unless the participants will receive some type of certification, CEUs, or similar credential or credit along with clock hours
 - d. Select "Region" in which training will be offered
 - e. Under "Location" select "Change event location", unless the Location is correct
 - f. "Create new location" at the right, click "Create." When a training location has been added, it will remain in the list at the left for future use. If the location is already in the list at the left, just click "Select Location" for the correct location
 - g. After creating Location, click "Select location" under the location at the left
 - h. Enter "Cost", if any and "Description" of cost (Example: "Cost includes materials used to make posters and a snack is included.") If training is offered at no charge, leave cost at "0"
 - i. Leave "Payment link" blank unless Paypal or other web-based payment system is used
 - j. "Registration instructions" are required. (Example: "Call 'Child Care Trainers, Inc.' at 555-333-1212.") If registration is private or not required, enter "No attendance required"
 - k. "Cancellation policy" is optional
 - l. **NOTE: If this is a PRIVATE training – It must be marked PRIVATE so it will not appear on the training calendar for the public to view.** To do this, move the cursor over the word "Publication" on the black bar at the top of the screen. Select "Make private". If "Make public" appears, instead of "Make private", it is already a private training so do not click on it for a private training
 - m. Click "Publish this training to the training calendar"

STEP 5: ENTER ATTENDANCE

After the training has been completed:

1. Sign in to www.moworkshopcalendar.org and go to your Dashboard
2. From the "Apply for training approval tab", select "Manage Registration"
3. On the far right of the completed training, select "Manage Registration" to enter attendance
4. Follow step-by-step instructions for "Step 1: Manage registration", "Step 2: Attendance worksheet" and "Step 3: Close out attendance"

5. **If you do not see the step-by-step instructions, click “Click for more help” in blue below the “Step 1:, Step 2:, or Step 3:” headings**
6. **NOTE:** An electronic copy of the training sign in sheet is required. An electronic copy can be made by scanning the sign in sheet or taking a clear photograph of the sign in sheet with your smart phone, emailing it to yourself, and saving it as a file
7. Once you have clicked “Close out (archive) attendance” the process is completed and participants will have electronic attendance recorded

STEP 6: CERTIFICATES

On the training completion certificate please include:

1. Training name
2. Trainer name
3. Participant name
4. Number of hours
5. Date
6. Training approval number - The approval number will be a 13-character number that will be different each time a training session is published. When the training is published (scheduled) on the calendar, a 13-character code will be assigned. To look up the 13-character approval number for a Published training session, Go to the Dashboard, click “Manage approved training” and click “Browse published trainings, drafts, and templates” and select “Published” at the top of the screen.

Note: EDITING ATTENDANCE TO CORRECT ERRORS AFTER ARCHIVING ATTENDANCE

Once training attendance has been archived, the training attendance will be locked. If later it is discovered that an attendance error has been made, the attendance may be un-archived and edited following these steps:

1. Begin at Dashboard
2. Click “Manage approved training”
3. Click “Browse published trainings, drafts and templates”
4. On the top left, Show “All training”
5. Type the exact title or part of the title into the “Type title or keywords, click >>” box and click “>”
6. The training will be listed on the right. There may be multiple pages which can be selected at the bottom of the list. Click on the title of the training for the correct date
7. On the black bar at the top, hover over “Attendance archived mm/dd/yy” and select “Settings”
8. Click on the blue “Remove lock” link
9. On the black bar at the top, hover over “Registration closed mm/dd/yy” and select “1. Manage registration”
10. Proceed through the attendance process to make changes to the attendance record
11. When finished updating attendance, click “Close out (archive) attendance” on Step 3.
12. Attendance is now updated and archived

Note: SEE BELOW FOR A SAMPLE OF A TRAINING APPLICATION OUTLINE

- The attached training outline documentation must include enough detail about a topic to merit the number clock hours.
- Only one core competency is required for the training application. Please include only the core competencies to those fully addressed in the training. Limit core competencies to one or two per hour. Only one is required for the entire training application.
- One assessment is required for the training.
- Support materials will be viewed only by review staff.
- Applications with incomplete outlines will be declined and returned to be edited by applicant.

| Time | Description / Assessment | Support Materials/Media | Care Competency / Objective |
|------|--|---|--|
| 60 | Type the "Exact Training Title" in the Activity description box. | Upload the TRAINING MODULE AGENDA and relevant support materials. | Not provided. |
| 0 | Type "Assessment" in the Activity description box and type the assessment information in the "How will you assess learning for this activity" box. Assessment: Describe the type of assessment here *10 multiple choice/17 quiz at end of training (quiz questions do not need to be included) | Not provided | Not provided. |
| 0 | Type "Core Competency" in the Activity description box. Complete the "Choose a competency" and "Write your own objective" portion of the application. | Not provided | 1.1.1a / Objective: Type the objective for the core competency selected. If you have multiple competencies/objectives you would select "Add additional competency/objectives." Only one competency/objective is required for the training module. |

Edit
 Insert
 Delete
 Up
 Down

Edit
 Insert
 Delete
 Up
 Down

Add activity